

NOTICE OF FUNDING OPPORTUNITY

U.S. Embassy, Sarajevo

Office of Public Affairs Request for Grant Proposals: American Corner Mostar

Announcement Type: Cooperative Agreement

Application Deadline: Tuesday, August 31, 2015

Total Funding: \$35,000, pending the availability of funds

Anticipated Award Date: September 15, 2015

Anticipated Project Completion Date: September 30, 2016

Eligible applicants: Applications may be submitted by public and private non-profit organizations and institutions of higher education meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3).

The United States Embassy in Bosnia and Herzegovina, acting through the Office of Public Affairs (OPA), is pleased to announce an open competition for registered not-for-profit organizations in the Mostar region for an assistance award through this **NOTICE OF FUNDING OPPORTUNITY (NOFO)**.

The Office of Public Affairs in Sarajevo invites all eligible not-for-profit organizations to submit a proposal to support the administrative management and programming of **AMERICAN CORNER MOSTAR** and to provide additional, limited assistance to other American Corners throughout Bosnia and Herzegovina for a one-year period. The award may be renewable on an annual basis, depending on availability of additional funding.

BACKGROUND: American Corners in Bosnia and Herzegovina help maintain open dialogue and build bridges of understanding, representing the United States' long-standing commitment to sharing ideas and values of American democracy and civil society. American Corners are part of a network of over 700 American Spaces worldwide. Currently, there are 9 American Corners in Bosnia and Herzegovina – dedicated information and program spaces – hosted within public libraries, universities, and other partner institutions throughout Bosnia and Herzegovina. The mission of an American Corner is to provide public diplomacy programs to diverse audiences abroad. Most Corners offer collections of books, magazines, databases, free internet access, publicly accessible computer work stations, and an area for cultural, speaker, and other programs.

The American Corner in Mostar is currently undergoing renovation to meet both the standards set by the U.S. Department of State's Office of American Spaces and the needs of our local partners. The space will be furnished and equipped with Internet access, computers, books, DVDs, multi-media equipment and other resources. The newly redesigned American Corner is expected to open to the public in October, 2015.

Scope of Work/Award:

All Award Recipients are required to do the following:

- Employ two qualified staff member, selected in agreement with OPA, to serve as American Corner Assistants in Mostar. Formally develop, document, and sign their terms of employment and disperse their monthly salaries in a timely manner. The Assistant positions are part-time, 20 hour per week positions and include some evening hours as needed.
- Develop and implement outreach and programming activities to engage local audiences in and around Mostar.
- Coordinate with American Corner staff, schools, associations, organizations, community groups, and other individuals to bring speakers and experts –including technology mentors—to American Corner Mostar.
- Fund travel for American Corner Director and Assistants to visit local partners and schools as necessary.
- Fund service agreements to maintain the upkeep and appearance of the American Corner.
- Provide limited administrative and program support for other American Corners in Bosnia and Herzegovina, as needed.
- Provide timely reports to OPA on award activities and expenses.

The United States Embassy in Sarajevo and the award recipient would agree to participate jointly in the administrative management of American Corner Mostar. Each party would have specific obligations and responsibilities under the terms of the Cooperative Agreement. The American Corner Assistants will work in conjunction with the full-time American Corner Director, and will receive guidance and support from the Office of Public Affairs (OPA) staff of the United States Embassy Sarajevo.

GOALS OF NOFO:

The goals of this funding opportunity are to:

1. **Strengthen mutual understanding and relations between the United States and Bosnia and Herzegovina** through the shared activities and engagement of visitors to American Corner Mostar that reinforce the development of positive relationships and increase exposure for a broad segment of Bosnia and Herzegovinian society to American resources, information, and values.
2. **Strengthen local partners'** capacity to develop and implement effective and engaging programming and outreach activities and events.

OBJECTIVES: American Corner Mostar will serve as a programming platform offering English language materials, information about education in the United States, library resources, public access computers, internet connectivity, educational and cultural programming, and other activities and services open to the local public.

Core Characteristics of the American Corner Mostar

1. Status is covered by a Memorandum of Understanding (MOU) – signed by the Office of Public Affairs (OPA) of the United States Embassy, Gymnasium Mostar, and National Library Mostar– that outlines the shared commitment and respective responsibilities of each institution.
2. Collections of information about the United States, such as U.S. government publications, books and e-books by American authors, magazines, DVDs, games, and posters.
3. Bi-lingual English-speaking staff, including an experienced, full-time American Corner Director.
4. Public computers and provision of free Internet access, with relevant training to members of the community.
5. Video conferencing and virtual programming equipment.
6. Multifunctional program platform.
7. Programs, classes, workshops, and activities centered on the five “core programs” of American Spaces: EducationUSA, English language, alumni programs, cultural programs, and information about the United States.
8. Open and accessible to women and girls, as well as men and boys, of all ages and backgrounds.

General Budget Guidelines:

- **Detailed budget should be expressed in USD, with a maximum amount of \$35,000.**
- **Budget should NOT include VAT expenses.**
- Budget costs should be grouped into the following categories:
 - Personnel costs (salaries of personnel providing administrative project support, fees for project manager, project coordinator/assistant, and or accountant).
 - Project program costs (fees for American Corner Assistants, contractual services for trainers, moderators, experts, educators, promotional materials, renting of space/equipment for various events, TV and radio shows, per diem, various contractual services needed for project implementation, web site development, office supplies for project implementation, etc).
 - Project administrative costs (office costs and other administrative expenses such as office rent, utilities, phone/fax/internet, office supplies, bank charges, etc.).
 - Other (you may add other costs not previously included in any of the aforementioned budget categories, or add a new project cost category).

Specific Budget Guidelines:

- The budget for this program will include the costs of two part-time, 20 hours-per week American Corner Assistants at the American Corner in Mostar
- Benefits and insurance for Assistant as required by BiH law.
- Program costs for developing and implementing outreach and programming activities to engage local audiences in and around Mostar.
- Funds to cover contracted technology support for Corner.
- Funds to cover local travel for American Corner Mostar staff in support of outreach and programming activities.
- Funds to cover costs of bringing Mostar-area school groups to visit the American Corner.
- Incidental expenses in support of outreach and programming activities.
- Expenses to maintain American Corner Mostar's upkeep and appearance.

Additional Information

The recipient organization will be required to comply with OMB circular 2 CFR Part 200 and submit mandatory forms including:

SF-424, Application for Federal Assistance

SF-424A, Budget Information – Non-Construction Programs

SF-424B, Assurances - Nonconstruction Programs

The deadline for submission of proposals is August 31, 2015 by 17:00 p.m.

- **All proposals must be completed in English.**
- **Proposals may not exceed five (5) pages in length (including budget)** in Times New Roman Size 12 font.
- The grant application must include a summary, narrative statement, sample annual plan of outreach and program activities, and a proposed budget that follows the budget guidelines listed above. These items should be sent as one document by e-mail.
- Project duration may not exceed twelve (12) months.
- **Applications need to be sent to Ivana Basic, ARC Coordinator to the following e-mail address: BusicI@state.gov**

For more information, please contact us by phone: + 387 33 704-078 or by fax: + 387 33 704-432.